

FORM - D

INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. You may use the forms attached as your petition, or you may submit your own petition if it is identical to the form provided by the Lieutenant Governor's Office. In either case, all forms must be typed. Forms can be xeroxed.

SUBMIT THE FOLLOWING FOR A CHANGE OF NAME:

- 1) The **PETITION**, one (1) original only, within 30 days of the notarized signature. Make two (2) copies of the petition after it has been notarized. Retain a copy for your files (Original will NOT be returned).
- 2) The **NOTICE OF CHANGE OF NAME**, one (1) original only.
- 3) The **ORDER**, one (1) original, plus five (5) copies.
- 4) A **certified copy** of your original birth certificate not older than 90 days prior to submission, original Naturalization Certificate or alien registration card.
- 5) One (1) **FACT SHEET**.
- 6) Copy of a prior name change decree, adoption decree, guardianship documents, marriage certificate, death certificate, divorce decree, **and/or** paternity documents when applicable.
- 7) **Filing fee**. Money order or check made payable to the "Office of the Lieutenant Governor" in the amount of \$100.00. Cash is accepted when you hand carry your documents.

A PETITION CONTAINING TYPOGRAPHICAL ERRORS, MISSING INFORMATION OR OTHERWISE NOT IN CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT BE ACCEPTED FOR PROCESSING.

The first thing you must do in order to legally change your name is to type in the information requested in the **PETITION**. Make sure that you fill in all the information requested. Detailed instructions are provided as follows:

- (1) This is the official heading. Type in your full, legal name of each parent filling the Petition. Type in the name(s) of the minor child(ren) in the spaces after "for and on behalf of" exactly as the name(s) appear on the birth certificate(s) unless the name(s) have been legally changed. **DO NOT TYPE IN THE NAME YOU ARE USING NOW UNLESS IT IS YOUR LEGAL NAME.**
- (2) Type in full, legal name of each parent just as they appear in the heading.
- (3) Type in the information requested for the Petitioner mother. Put her father's full name and mother's first name and maiden name.

- (4) Type the Petitioner mother's name exactly as it appears on the birth certificate or certificate of naturalization.
- (5) Type in all other names the Petitioner mother has used even if they were not legal names. If her name was change previously, type the former name, date and place where the name changed was granted. This includes married and divorced persons whose marriage or divorce decree changed their name.
- (6) Type in all the information requested for the Petitioner father. Put his father's full name and mother's first name and maiden name.
- (7) Type the Petitioner father's name exactly as it appears on the birth certificate or certificate of naturalization.
- (8) Type in all other names the Petitioner father has used even if they were not legal names. If his name has changed previously, type the former name, date and place where the name changed was granted. This includes marriage and divorced persons whose marriage or divorce decree changed their name.
- (9) Type the Petitioner's current State of residence and their residence address. For those locations where there are no street addresses, P.O. boxes are allowed but please describe the general location of the Petitioner's residence.
- (10) Type in the information requested for all minor children even those whose names are not being changed.
- (11) Check the appropriate response. If either Petitioner has been convicted of a felony, please state the type and date of conviction, and final disposition of the case. Fully explain the charges, the sentence, the terms of parole or probation, the date of final discharge of the sentence, whether there was a delayed acceptance of a guilty plea, if there was a pardon, by whom the pardon was granted.
- (12) Type in the names of the Petitioners exactly as they want them to appear after they are legally changed. Do the same for each of the minor children whose names are being changed.
- (13) Type the names of the Petitioners and minor children as they appear in the heading and then as you want them to appear after they are changed.
- (14) Make sure you date the petition here either at the time you have it notarized or before you have it notarized because if you date it after the date it is notarized it will not be processed. Type the name of the city in the second blank.
- (15) Sign the Petition in black ink, exactly as it is typed in the heading. Do not use initials or nicknames in the signature.
- (16) Type the full, legal name of both petitioners.
- (17) Sign the petition in black ink in front of the notary. Do not use initials or nicknames, sign your full, legal name. The notary will complete his/her portion of this page.

(7/97)

The **PETITION** for Change of Name must be submitted with the **NOTICE OF CHANGE OF NAME** and **ORDER** properly filled out. The directions for filling out these two documents are provided below.

- 1) **NOTICE OF CHANGE OF NAME.** At the top left hand corner type your name and address in the space provided. Type your legal name in the heading exactly as you did on the Petition. Type your legal name in the space provided in the body of the document and then the name as you wish it changed, and finally the name of the newspaper which will publish the name change.

Submit one (1) original of NOTICE OF CHANGE OF NAME, copies are not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You take the NOTICE to the newspaper agency for publication.** The NOTICE of Change of Name must be published in the newspaper within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. Failure to publish within the time required automatically voids the petition for change of name.

The newspaper will mail an AFFIDAVIT of publication to our office within two weeks and a copy of the AFFIDAVIT to you for you files. If we do not receive an AFFIDAVIT from the newspaper, we will assume that you did not have the change of name published and your Petition will be voided at the end of sixty (60) days. NOTE: The newspaper provides the affidavit, you do not have to provide that form.

- 2) **ORDER.** Type in petitioners name, address and phone number in the space below "After Recordation". Type in the full, legal name, one on each line after "In the Matter of the Petition of." Type your legal name in the heading exactly as you did on the Petition. Leave the spaces for dates in the body of the document blank, but type in your legal name and your new name in the proper spaces. We will fill in the dates of publication. Submit one (1) original and five (5) copies of the **ORDER** to our office along with the **PETITION**.

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER, (See H.R.S. 574-6b).

The Office of the Lieutenant Governor cannot give legal advice regarding name changes. We can only answer questions related to the procedures in granting name changes. IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.

Mail the documents to:

Office of the Lieutenant Governor
P.O. Box 3226
Honolulu, Hawaii 96801

Or deliver documents to:

Office of the Lieutenant Governor
State Capitol
415 South Beretania Street, 5th Floor
Honolulu, Hawaii 96813

For additional information, call 586-0255.

(7/97)

REMINDER/CHECK OFF LIST

REMINDERS

- _____ The name of the Lieutenant Governor is Mazie K. Hirono.
- _____ Petitions with liquid paper corrections must be initialed by the notary.
- _____ Xerox at least (2) copies of the notarized copy of the petition (please retain these copies for your files).
- _____ Signature in FULL (first, middle & last names). DID YOU SIGN YOUR NAME ON BOTH (2) SIGNATURE LINES BEFORE A NOTARY?

CHECK OFF LIST

Please be sure that the following items are included when submitting the name change documents to the Lieutenant Governor's Office.

- _____ **Birth Certificate** (original, certified, not older than 90 days prior to submission). Foreign birth certificates must be translated into English, Original Naturalization Certificate or alien registration card.
- _____ **Petition** (original) that has been notarized no longer than 30 days prior to submission. Make two (2) copies of the petition after it has been notarized. Retain a copy for your files.
- _____ **Fact Sheet.**
- _____ **Orders** (original plus five (5) copies).
- _____ **Notice of Change of Name.**
- _____ **Filing fee.** Money order or check made payable to the Office of the Lieutenant Governor in the amount of \$100.00. Cash is accepted when you hand carry your documents.
- _____ Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (xeroxed copies acceptable).
- _____ Consent form, if applicable.

NOTE

In order to prevent these documents from being sent back to you for corrections, please proof-read and check the documents for accuracy before you send it to our office. (7/97)

(INFORMATION REGARDING THE MOTHER OF MINOR CHILD)

Each Petitioner shall answer the following questions fully and completely and submit this FACT SHEET with your Petition for Change of Name.

1. What is the name on your Birth Certificate? What is the File No? Dated

2. What is the name on your Certificate of Naturalization? What is the No? Dated

3. What name appears on your social security card?

4. What name do you use in your employment?

5. List all of your marriages, divorces, dates and places thereof:

<u>Married to</u>	<u>Date of Marriage</u>	<u>Place of Marriage</u>
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<u>Divorced From</u>	<u>Date of Divorce</u>	<u>Place of Divorce</u>
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6. List the names, date and place of birth of all your living children:

<u>Name</u>	<u>Date of Birth</u>	<u>Place of Birth</u>
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7. What is the reason for legalizing this name change?

8. I was born/married in the State of Hawaii, and wish to have the name on my birth certificate () or marriage certificate () amended in the following way: (check appropriate box)

(Birth)	<hr/>	<hr/>	<hr/>
	First Name	Middle Name	Last Name
(Birth)	<hr/>	<hr/>	<hr/>
	First Name	Middle Name	Last Name
(Birth)	<hr/>	<hr/>	<hr/>
	First Name	Middle Name	Last Name
(Birth)	<hr/>	<hr/>	<hr/>
	First Name	Middle Name	Last Name

LAND COURT	REGULAR SYSTEM
AFTER RECORDATION, RETURN BY MAIL ()	PICKUP ():

STATE OF HAWAII

ORDER

ORDER

The Notice of Change of Names of _____,
_____, _____,
and _____, having been published on _____ in
a newspaper of general circulation in the State of Hawaii, I, Mazie K. Hirono, Lieutenant Governor of the
State of Hawaii, by virtue of the authority vested in me by law and thereunto enabling, do hereby order
that the names of _____,
_____, and _____
shall be changed to _____,
_____,and _____ effective _____.

Dated: Honolulu, Hawaii: _____

MAZIE K. HIRONO
Lieutenant Governor of the State of Hawaii

PUBLICATION REQUESTED BY:
AFTER PUBLICATION, RETURN TO:

Name

Address

City, State, Zip Code

Return by: Mail (x) _____

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAII

In the Matter of the Petition)
)
 of)
)
 _____)
 and)
)
 _____)
 for themselves and for and on behalf of)
)
 _____)
)
 _____)
)
 _____)
 minor children)
 For Change of Names)
 _____)

NOTICE OF CHANGE OF NAMES

Upon consideration of the Petition of _____,
_____, _____, and
_____, and there appearing to me to be good reasons for
granting the same:

NOW, THEREFORE, by virtue of the authority vested in me by law and thereunto
enabling, I, Mazie K. Hirono, Lieutenant Governor of the State of Hawaii, do hereby give public notice that
the names of _____, _____,

_____, and _____

shall be changed to _____

and _____

upon a single publication in the _____, a newspaper of general circulation in the
(Name of Newspaper)
State of Hawaii, published at _____, Hawaii.

DATED: Honolulu, Hawaii _____

MAZIE K. HIRONO
Lieutenant Governor of the State of Hawaii

IN THE OFFICE OF THE LIEUTENANT GOVERNOR
OF THE STATE OF HAWAII

In the Matter of the Petition)
)
 of)
)
(1) _____)
 and)
)
 _____)
 for themselves and for and on behalf of)
)
 _____)
)
 _____)
 minor children,)
)
 For Change of Names)
 _____)

PETITION

TO THE HONORABLE MAZIE K. HIRONO, LIEUTENANT GOVERNOR OF THE
STATE OF HAWAII:

(2) COMES NOW _____
and _____ your Petitioners herein, and respectfully
pray that an order be entered herein changing their names and the names of their minor child and in
support thereof represent as follows:

I.

(3) That your Petitioner is _____, whose date of
birth is _____;
place of birth is _____;
father's name is _____;
(First, middle, and last name)
mother's name is _____;
(First, middle, and surname)

(4) That the name on your Petitioner's birth certificate/certificate of naturalization is

_____.

(5) That other names Petitioner is using or has used are as follows:

_____.

II.

(6) That your Petitioner is _____, whose date of

birth is _____;

place of birth is _____;

father's name is _____;

(First, middle, and last name)

mother's name is _____;

(First, middle, and surname)

(7) That the name on your Petitioner's birth certificate/certificate of naturalization is

_____.

(8) That other names Petitioner is using or has used are as follows:

_____.

III.

(9) That your Petitioner's residence is in the State of _____

and their current residence address is _____.

IV.

That your Petitioners are the parents of the following minor children:

	<u>Name on Birth Certificate</u>	<u>Date of Birth</u>	<u>Place of Birth</u>
(10)			

V.

(11) That your Petitioner Husband:

_____ has not been convicted of a felony.

_____ has been convicted of a felony.

<u>Felony</u>	<u>Date of Conviction</u>	<u>Disposition</u>
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If Petitioner Husband has been convicted of a felony, respond to the following questions:

1. Fully explain the charges.
2. Fully explain the sentence.
3. Fully explain the terms of parole or probation.
4. Fully explain the date of final discharge of the sentence.
5. Fully explain whether there was a delayed acceptance of a guilty plea.
6. Fully explain if there was a pardon, by whom the pardon was granted.

That your Petitioner Wife:

_____ has not been convicted of a felony.

_____ has been convicted of a felony.

<u>Felony</u>	<u>Date of Conviction</u>	<u>Disposition</u>
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If Petitioner Wife has been convicted of a felony, respond to the following questions:

1. Fully explain the charges.
2. Fully explain the sentence.
3. Fully explain the terms of parole or probation.

4. Fully explain the date of final discharge of the sentence.
5. Fully explain whether there was a delayed acceptance of a guilty plea.
6. Fully explain if there was a pardon, by whom the pardon was granted.

VI.

That this Petition is not filed for the purpose of avoiding payment of debts to creditors; your Petitioners have been and are good law-abiding citizens and your Petitioners state that this Petition for Change of Name is not for wrong or fraudulent purposes.

VII.

- (12) That your Petitioners are now requesting that they be permitted to change their names to _____ and _____,
and of their minor children to _____,
and _____.

WHEREFORE, your Petitioners pray that an order be entered herein changing the names as follows:

- (13) FROM TO

- (14) DATED: _____, Hawaii.

- (15)
- | | |
|--|------------|
| | <hr/> |
| | Petitioner |
| | <hr/> |
| | Petitioner |

State of Hawaii)
)
County of _____) SS.
(Honolulu, Hawaii, Maui, Kauai))

(16) _____ and
_____ being first duly sworn on oath depose
and say:

That they are the Petitioners named herein, that they have read the foregoing Petition, know
the contents thereof, and that the same are true to the best of their knowledge.

(17) _____
Petitioner (Mother of minor)

Petitioner (Father of minor)

Subscribed and sworn to before me
this _____ day of _____, 19____

Notary Public, State of _____

My Commission expires: _____

The following is to be signed by the minor (over the age of ten) and returned with the Petition for change of name.

CONSENT TO CHANGE OF NAME

I, _____, whose parents (Petitioners) are
_____ and _____
presently residing at _____,
do hereby consent to having my name changed from _____
to _____.

DATED: _____

Signature of Minor

Signature of Petitioner (Mother)

Signature of Petitioner (Father)

FOR YOUR INFORMATION

Regarding the first page of the **P E T I T I O N**

I.

(3) That your Petitioner is _____;

date of birth is _____;

(petitioner)

place of birth is _____;

(petitioner)

father's name is _____;

(petitioner) (Name as shown on birth certificate)

mother's maiden name is _____;

(First)

(Middle)

(Surname)

PETITIONER'S PARENTS (not minor's parents)

II.

That your Petitioner is _____;

date of birth is _____;

(petitioner)

place of birth is _____;

(petitioner)

father's name is _____;

(petitioner) (Name as shown on birth certificate)

mother's maiden name is _____;

(First)

(Middle)

(Surname)

PETITIONER'S PARENTS (not minor's parents)

FOR AMERICAN CITIZENS ONLY

(CHECK ONLY ONE OF THESE)

_____ I am not a registered voter and I am NOT interested in registering under my new name at this time. **STOP. DO NOT FILL OUT OR SIGN THIS FORM.**

_____ I am NOT a registered voter, but would like to register to vote under my new name.

_____ I am a registered voter and would like my new changed on the voter registration list. PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHNAGE FORMS.

_____ I am a registered voter and would like my name and address chnaged on the voter registration list. PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHANGE FORM.

When you have your name changed legally, you need to change your voter registration as well. Please fill out the information below and return this form with your name change Petition. When your name change order is signed by the Lieutenant Governor, your voter registration will automatically update to reflect your new name.

1. I am registered to vote on _____
(Island)
2. My name is being changed from _____
to _____
3. My residence address is _____

4. My telephone number is (H) _____ (B) _____
5. My mailing address is _____

6. My social security number is _____
7. My date of birth is _____

Signed, _____
(New Name)

Name Change Effective on: _____

Name Change granted by the Lt. Governor on: _____